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Security Information

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6 Aug. 53

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PERSONNEL DIRECTOR MEMORANDUM NO. *52-53*

SUBJECT: PERSONAL HISTORY STATEMENT (APPENDIX II)

1. The following procedures are established at the request of the Security Office in regard to married individuals applying for employment with the Agency and single Agency employees who marry.

a. Married Applicants.

When the applicant is furnished copies of the Personal History Statement he or she will also be furnished Personal History Statement (Appendix II) and requested to have his or her spouse complete it.

from his spouse

In the case of an applicant who is separated it will be left to the discretion of the interviewer whether or not the applicant should complete the form to the best of his ability in lieu of contacting the estranged spouse.

b. Single Employees Who Marry.

Single employees of the Agency who become married will *be asked to* ~~tain through their Administrative Officer~~ *complete* the Personal History Statement (Appendix II) ~~for completion~~ by the spouse providing the spouse is not employed by the Agency.

2. The procedures described above will become effective upon receipt of the Personal History Statement (Appendix II).

OK and
GEORGE E. MELOON
Personnel Director

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